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## 2003-2004 TEMPE ARTS PROJECT GRANTS GUIDE

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Project grants offer funding assistance for arts-related projects sponsored by non-profit organizations and schools that meet the eligibility requirements. Project requests may not exceed \$8,000 and requires matching funding.

Project Dates: Funded activities must occur between July 1, 2003 and June 30, 2004.

Due: **Thursday, March 27, 2003** post-marked, or hand-delivered to office by 5:00pm.  
(Late applications will not be accepted.)

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### Eligible Schools and Organizations

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- Public schools, charter schools, and school districts located in the City of Tempe.
- Schools located outside of the City of Tempe boundaries may apply only if the school serves primarily Tempe residents as the student population.
- Private non-profit schools incorporated for educational purposes. (This type of request may require City Attorney review and approval.)
- Organizations which are registered non-profit organizations with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. This registration must be in place at the time of grant application.
- Neighborhood associations and homeowners associations that are registered with City of Tempe Neighborhood Services Department.
- Eligible schools and organizations must sponsor projects in which their participants/audience are drawn *primarily* from Tempe city limits.

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### Eligible Fees

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Applicants may request up to 50% of the total project cost. Eligible fees include: services of artists and arts educators, supplies, student stipends, production costs, space rental, marketing, printing, and travel.

Funds may *not* be used for: administrative staff salaries, construction or renovation of facilities, capital expenditures, reduction of debt, feasibility studies, audience transportation, receptions, lobbying expenses, re-granting, scholarship programs, or awards.

Legal restrictions prohibit City of Tempe funding of organizations that are incorporated for religious purposes or projects that focus on religious themes.

A school or organization may only submit one proposal per fiscal year.

University or college sponsored projects will be considered for funding only if they are open to non-credit participants.

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## Examples of Projects

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Projects may involve the performing arts (music, dance, theatre), visual arts, literary arts, interdisciplinary arts, performance art, video and film.

New projects or innovative components of ongoing projects are strongly encouraged. Although ongoing projects are eligible for funding, new projects may be given priority if funding is limited.

If projects involve the arts with youth, the application must address a connection to curriculum and the project's relevance to the children it serves.

If the project serves a limited number of people, please explain why this type of programming is important.

Types of eligible projects include:

- arts workshops in the community
- performances and lecture/demonstrations
- visual art exhibitions
- development of new works of art
- artist in residence programs
- collaborative arts events
- arts education initiatives

We look forward to discussing your ideas and project plans as you are developing your proposal. Please call us at 480-350-5224. We can assist you by helping with your initial plans, reviewing a draft of your narrative and budget, and identifying other resources within the community.

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## Tempe Municipal Arts Commission

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*The mission of the Tempe Municipal Arts Commission is to create an atmosphere in which the arts can flourish and to inspire Tempe citizens to recognize the arts as essential to the whole life of the community.*

The Tempe Municipal Arts Commission was established in March, 1987. The Commission's goals and strategies include:

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- Advise the Mayor and City Council on all art and cultural development.
  - Encourage arts organizations and artists in their continuing search for artistic excellence in Tempe.
  - Encourage and support the contribution of cultural diversity to the richness of the community's artistic life.

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## Criteria for Proposal Review

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### 1. Artistic and Project Quality

- Qualifications and experience of artists and arts educators involved.
- Relevant project goals and activities
- Clear relationship among the goals, planned activities, and evaluation methods
- If the project involves youth: connection of the project to the school's curriculum or youth educational programs and the Arizona Arts Education Standards, <http://www.arizonaarts.org/ed/resources.htm#standards>

### 2. Ability to Serve a City Need

- Efforts to improve the cultural life of the Tempe community being served by the project
- Efforts to serve Tempe youth or special populations, or
- Efforts to offer culturally diverse programming to Tempe citizens

### 3. Budget

- Appropriateness of the project costs to the services provided and participants served
- Financial support from the school or community
- Balanced and accurate budget

### 4. Ability to Complete Project

- Effective strategies for marketing the project
- Available resources and expertise to administer the project
- Success of past projects

The next section, "Narrative Content", gives you the opportunity to discuss each of the five criteria. Because your application will compete with other proposals, be sure to address as many points under each criterion as possible.

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## Narrative Content

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### 1. Artistic and Project Quality

a) Project goals

*List the goals for the project. Discuss the project's contribution to the mission and goals of your organization. Please include your mission statement.*

b) Proposed Activities

*Describe the specific activities which will take place, including dates, length of time and locations. Be clear about the activities of both the artist(s) and the participants. Describe (and include samples if available) any educational materials which will be used.*

c) Project Evaluation

*Describe how you will evaluate the success of the project in relation to the stated goals. Identify who will be responsible for implementing the evaluation methods.*

d) Artistic Resources

*List names of the artist(s) participating in the project. Provide information on their qualifications and experience, especially as it relates to this proposal. (One-page resumes should be attached.) Please include a letter of agreement or a "Project Partner Tentative Agreement" (p. 10) for each artist or arts group listed in your budget, as well as for other project partners.*

e) Connection to the educational program (include only if project is specifically for youth) *Discuss how this project relates to the school's curriculum or how it enhances the existing educational programs at the site.*

### 2. Ability to Serve a City Need

a) *Address how this project will help serve a community need in the City of Tempe. (Refer to Criterion 2, page 3.)*

b) *Describe how members of the community have been involved in the development of the project.*

### 3. Budget

a) *Describe exactly how the City of Tempe's funds will be used.*

b) *How many total people do you expect to serve? How many Tempe residents are expected to be served?*

### 4. Ability to Complete Project

a) *What are your plans for marketing this project to citizens in Tempe?*

- b) *Who will administer this project and what is their role in your organization? How much time will they devote to the project?*
- c) *Describe the success and challenges of your organization's past projects. What did you learn from a previous project that contributed to your planning of this project?*

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## Narrative Format

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For the "Narrative Content" section, please include your own typed pages. To ensure fairness, clarity and readability, it is important that you submit the narrative using the following format:

- Maximum length is 3 one-sided pages, with each page identified by the organization's name and project title. Use a very readable font, with a type size no smaller than 11 or 12 point.
- Use margins no smaller than  $\frac{3}{4}$  inch.
- Discuss each of the four criteria. *Label each narrative section by the numbers, letter and section headings listed on page 4.*
- Put "breathing space" or white space within your narrative. Format it so that it is inviting to read, and the information is easy to understand.

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## General Information

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- Final Report

Within 60 days of completing your project, you will be required to submit a Final Report. A form will be enclosed with the award letter.

- Review Process

First, applications are reviewed by staff for completeness and eligibility. Only those eligible applications that are complete will be referred to the panel.

Next, proposals are reviewed by a panel of experts in the arts, art education professionals, and citizens knowledgeable in the arts. It is a competitive process, and some applications may receive partial or no funding. (If partial funding is received, you may be asked to submit for approval a revised narrative and budget to show how you plan to implement the project.)

Based upon the panel review rankings, the Grants Committee makes funding recommendations to the Tempe Municipal Arts Commission. The Tempe City Council receives the recommendation of the full Commission, and has final approval on all grant awards.



- Review Timeline

Panel Review	Early May, 2003
Arts Commission reviews	May and June, 2003
Tempe City Council review and approval	June and July, 2003
Grant award letters sent	August, 2003

- Appeals

You may appeal to the City of Tempe if you do not receive funding. Information on the appeals process can be obtained from the Cultural Services Office.

- Credit Line

If you receive funding from the City of Tempe, support should be acknowledged in all programs, press releases and advertisements for grant-supported activities using the following credit line:

*(Name of organization or project) is partially supported  
by funding from the City of Tempe.*

The City of Tempe logo is also available to use in materials prepared for the project.

- Send grant application package to:

City of Tempe Cultural Services  
3340 S. Rural Road  
Tempe, AZ 85282

*ATTN: Project Grants*

- Questions? Contact

Wydale K. Holmes  
480-350-5224  
wydale\_holmes@tempe.gov

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## GLOSSARY OF TERMS

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<b>Admissions</b>	Revenue from the sales of admissions, tickets, subscriptions and membership.
<b>Applicant Cash</b>	Funds from accumulated resources (including carry-forward from previous year) that applicant has available to spend for this project. This is analogous to an individual's checking account.
<b>Corporate Contributions</b>	Cash contributed by businesses or corporations (not individuals).
<b>Corporate Contributions</b>	Cash contributed by businesses or corporations (not individuals).
<b>Financial Statement</b>	Organization's balance sheet including assets, liabilities, and equity.
<b>Marketing/Promotion</b>	All costs for marketing, publicity, and promotion specifically identified with the organization's efforts to tell the community about its programs and services; includes cost of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters.
<b>Mission Statement</b>	An organization's broad statement of purpose written as part of its organizing charter. The statement provides specific direction for the organization's programs, services and activities. The mission statement also should provide a structure against which meaningful evaluation of the organization's effectiveness can be carried out in future years.
<b>Other Private Contributions</b>	Revenue derived from cash donations, including individual contributions. Do <i>not</i> include corporate, foundation, or government grants.
<b>Other Revenue</b>	Revenue from sources not listed elsewhere. It may include income derived from a variety of sources such as catalog sales, advertising space in programs, and promotional items.
<b>Outside Fees &amp; Services: Guest Artists</b>	Payments for artistic services to firms or persons who are not considered employees of the applicant organization. Examples: guest artistic directors, jurors, conductors, composers, curators, visual artists, writers, and choreographers.
<b>Outside Fees &amp; Services: Other</b>	Payments for technical and consultant services to firms or persons who are not considered employees of the applicant organization. Examples: arts curriculum specialists, stage managers, lighting crews, art packers, installationists, etc.
<b>Personnel/Staff</b>	Salaries, wages and benefits paid to persons considered employees of the applicant organization.
<b>Production Expenses</b>	Funds expended for costumes, sets, lights, props, royalties, printing,

shipping, installation, framing, etc. necessary to the production or exhibition.

**Space Rental**

Payments specifically identified with the project for the rental of office, rehearsal studio, theater, hall, gallery, and other such spaces, including utilities, insurance, maintenance and other costs related to the use of the space.

**Travel**

All costs for travel of an individual or individuals specifically identified with the project or with the applicant organization's programs and services. Expenses connected with trucking, shipping or hauling items should be included under "Remaining Operating Expenses".

**2003-2004 TEMPE ARTS PROJECT GRANT APPLICATION**  
for non-profit organizations and schools  
available online at [www.tempe.gov/arts](http://www.tempe.gov/arts)

Application Deadline: **Thursday, March 27, 2003**

APPLICANT DATA

Applicant Name (Non-profit organization or school)	_____	Phone	_____
Applicant Street Address	_____	City, Zip	_____
Mailing Address	_____	City, Zip	_____
E-mail address	_____	Fax	_____
Contact Person (Project coordinator who can answer questions prior to proposal review. This person receives all correspondence about the grant proposal.)	_____	Phone	_____
Board President	_____	Phone	_____
Authorizing Official (Person with legal authority to accept and expend funds for the organization. A school applicant names the Principal or Superintendent who can also approve non-school programs on campus.)	_____	Phone	_____
Federal ID #	_____		

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PROJECT TITLE	_____		
PROJECT ACTIVITY DATES (Projects must take place between <b>July 1, 2003</b> and <b>June 30, 2004</b> )	Start _____	End _____	
AMT. REQUEST \$ _____ (Budget Line #18)	+ OTHER INCOME \$ _____ (Budget Line #17)	= TOTAL BUDGET \$ _____ (Budget Line #19)	
PROJECTED # of Youth _____	+ Artists _____	+ Other adults _____	= _____ Total
OF THE ABOVE TOTAL PARTICIPANTS, HOW MANY TEMPE RESIDENTS ARE EXPECTED?	_____ Total Tempe Residents Expected		

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SIGNATURE

***Signature by Authorizing Official certifies that the narrative, budget, and supporting documentation are accurate and true.***

Authorizing Official's Signature X

Title \_\_\_\_\_ Date \_\_\_\_\_

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All arts grants are in accordance with the City of Tempe prohibition of discrimination  
on the basis of race, color, national origin, sex, religion, age or handicap.

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### **Project Partner Tentative Agreement**

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This form documents that the participants have agreed on the services to be provided contingent upon grant approval by the City of Tempe. All organizations, schools, and/or guest artists collaborating on a project with the applicant should complete this form or write a letter of agreement supporting the project.

Applicant Organization \_\_\_\_\_  
Grant Contact \_\_\_\_\_

Name of Project Partner \_\_\_\_\_  
Partner Contact \_\_\_\_\_ Phone \_\_\_\_\_

Length of Project in days \_\_\_\_\_

As a project partner, how does the project described in the application help to meet your artistic goals and/or organization's mission?

State any financial agreements between you and the applicant. (Please confirm amounts listed in the project budget.)

As a project partner, identify your specific contributions/services to this project.

1. Administrative \_\_\_\_\_
2. Facility/Space \_\_\_\_\_
3. Supplies \_\_\_\_\_
4. Other \_\_\_\_\_

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*The Applicant Organization and the Project Partner understand that all financial arrangements are transacted between the collaborating parties with both agreeing to an appropriate payment schedule. The City of Tempe will release funds only to the Applicant according to the conditions stated in the grant award letter.*

*This signed form is a statement of intent only, and in no way creates a legal or binding contract between the parties.*

Project Partner signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

# Project Grant Application Checklist

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## Contents of Your Application Package

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- ☐ Completed Applicant Data and Signature (first page)
- ☐ Completed Narrative (maximum 3 one-sided 8½ x 11 pages)
- ☐ Balanced and accurate Project Budget
- ☐ Project Partner Tentative Agreements *or* letters of agreement from project partners and artist(s) listed in project budget (State financial agreements and specific contributions/services to this project)
- ☐ One-page resume/biography of for each proposed artist
- ☐ Signed Project Grant Application Checklist (this page)

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## Items for Organizations (not schools)

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- ☐ A copy of IRS 501(c)3 Letter of Determination
- ☐ A copy of organization's first page of last year's filing: "Corporation Annual Report" with the State of Arizona Corporation Commission, and an annual financial statement from the last completed year .  
(This annual report is required of all non-profit organizations registered with the Arizona Corporation Commission.)
- ☐ List of organization's staff with job titles
- ☐ List of Board of Directors with affiliations and addresses

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## Optional materials to document the artistic quality of the project. City of Tempe staff will make these materials available to panelists at the review panel meeting.

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- ☐ One (1) of the following: slides, cassette, CD or videotape (no originals, duplicate copies only)  
Please send a SASE (self-addressed, stamped envelope) for returning these materials.  
  
*If submitting an audio or video example:*
  - Limit your selection to 2-3 minutes
  - Cue your taped example to an appropriate section
  - Label and briefly describe the context and date of event  
*If submitting slides:*
  - Limit your submission to no more than ten (10) 35mm slides
  - Label each slide in the order you want it to appear
  - Include a list of slides submitted with artist's name, title, date the work was completed, dimensions, and art medium
- ☐ Any attachments which support the application, such as brochures, educational materials, manuscripts (for creative writing), or publications. Include no more than 3 examples.



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Contact Person signature	X	Date:
Organization		

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